



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

(302) 387-6030 FAX: (302) 387-6032

<http://doverkentmpo.org>

DOVER/KENT MPO COUNCIL

MINUTES OF MARCH 9, 2011

Dover/Kent MPO Council Members and /or Representatives thereof attending:

Brad Eaby, for Brooks Banta, President, Kent County Levy Court, Vice Chair

Justin King for Richard Maly, Mayor, Town of Camden, for Kent County Municipalities

Kennard Potts for Stephen Kingsberry, Director, Delaware Transit Corporation

Terry Pepper for Elizabeth Olsen, Dep. Director, Safety & Homeland Sec., for Gov. Jack Markell, State of Delaware

Karen Emory Brittingham for Cleon Cauley, Deputy Secretary, for Carolann Wicks, Secretary, DeIDOT

Ryan Long for Letitia A. Thompson, Regional Administrator, Region III, Federal Transit Admin. (FTA)

Members not attending:

Carleton E. Carey, Sr., Mayor, City of Dover, Chairman

Hassan Raza, Division Administrator, Federal Highway Admin. (FHWA)

Non-members attending:

Tricia Faust, DAFB

Juanita Wieczoreck, MPO Staff

James Galvin, MPO Staff

Kate Layton, MPO Staff

Catherine Samardza, MPO Staff

- 1. Introduction of Members & Guests**
- 2. Public Comments**
- 3. ACTION ITEM: Approval of Agenda**

MOTION By Mr. Pepper to approve the agenda. Seconded by Mr. Potts. Motion carried.

- 4. ACTION ITEM: Approval of Minutes/ January 5, 2011**

MOTION By Mr. Pepper to approve the minutes. Seconded by Mr. King. Motion carried with one abstention.

- 5. ACTION ITEM: Approval of the Dover Transit Center Neighborhood Plan and Design Book
– J. Galvin, MPO Staff**

Mr. Galvin reviewed the design book and the process used to develop it. He noted that one of the key elements was an area-wide parking study rather than parking on an individual (building) basis. Several of the parcels in the plan are owned by the Downtown Dover Partnership (Acme, Collegian, CMoores). In fact, CMoore's is out for bid for improvements to the façade.

The plan has been reviewed by Dover's City Council and planning commission, and the Downtown Dover Partnership and its committees. The Dover City Council has endorsed the concept of the plan. DeIDOT has suggested an area-wide traffic study.

Mr. Eaby asked if the parking strategy in the plan included contributing to a parking fund rather than building parking spaces. Mr. Galvin said that was the ultimate goal.

Mr. Eaby asked if the City of Dover is revising the zoning code to work with this design. Mr. Galvin reported that Anne Marie Townshend, Dover's Planning Director, was working on the code changes. He also said that the MPO would be sponsoring a form-based code seminar with Clarence Eng from Renaissance Planning.

Ms. Brittingham reported that DeIDOT had comments on the design:



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

(302) 387-6030 FAX: (302) 387-6032

<http://doverkentmpo.org>

1. Concerns going through this whole area where there is the Tar Ditch, which is the existing stream, and doing the central storm water management and addressing the draining issues. Make sure that it is taken into account.
2. On page 5, Eden Hill Farm illustration does not match what's been approved – it should be noted as conceptual only, to note that it doesn't match what is already approved.

Mr. Potts asked if Mayor Carey had commented on the plan. Ms. Wiczoreck reported that he was involved in both the development and presentation of the plan and was very supportive. Mr. Potts had questions concerning the depiction of the train station. Ms. Wiczoreck said that the design book shows the station in the distance, and the plan shows the placement differently than the current DART Plan.

Mr. Potts expressed concern about West Street and how it would be handled. Ms. Wiczoreck said that the plan recommendation was to close West Street.

MOTION By Ms. Brittingham to adopt the plan with DelDOT's comments noted. Seconded by Mr. Pepper.

Before the vote was taken, Ms. Wiczoreck asked Ms. Brittingham if DelDOT felt strongly enough to warrant changing the graphic. Ms. Brittingham said that DelDOT would like it changed but realized it would not be practical. They just wanted it noted that it was a concept and not an actual plan.

Motion carried.

6. Committee Report: Executive Committee – J. Wiczoreck, MPO Staff

Ms. Wiczoreck reported that the Executive Committee met to review the job description to fill the executive director position on her retirement in June. The Committee decided to conduct a local (DE, MD eastern shore) search first, with a March 15th deadline. If that search does not produce an adequate field of candidates, a national search would be done. She was directed to develop a job announcement and distribute it to and through the MPO committees and agency contacts for the local search. A national search would be done through AMPO, NARC and the APA. It will not be published in the newspaper due to lack of funding. Ms. Brittingham asked how many applicants had responded to date; Ms. Wiczoreck said one. The MPO is waiting until the 3/15/11 date directed by the Council before expanding the search. She also said that the MPO health insurance could be an issue, because it only covers the employee, not a family. Ms. Faust said she felt salary would be an issue, because the MPO is recruiting people with masters degrees and the salary is too low. Ms. Brittingham also noted that the MPO is not in the Kent County or State network for time towards retirement. There were some suggestions as to where the MPO could recruit for this position – Wilmington University, Widener College, and military based individuals with 20 years service.

7. Committee Report: Data and Demographics Committee – J. Galvin, MPO Staff

Mr. Galvin reported that the Data and Demographics Committee met on February 25th. The committee developed a scenario distribution of population throughout the TAZs. The Committee wants to adjust the numbers across the TAZs based on known development. Mr. DuRoss from DelDOT Planning attends the meetings; he runs the model using this information. Mr. Galvin said that the process distributing population needs to be rational and documented. The committee is aiming for a June/July time frame for completion. Ms. Wiczoreck informed the Council that the MPO has been identified as the lead agency for TAZ creation for the Census. DelDOT is secondary.

8. Municipalities Report

Mr. King reported that Mr. Fuchs did not win a council seat in Camden's town election. Mr. King won the position and will likely be appointed as Mayor Maly's standing representative to the Council.

9. TAC Report – J. Wiczoreck



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

(302) 387-6030 FAX: (302) 387-6032

<http://doverkentmpo.org>

Ms. Wieczoreck reported that MPO staff presented the Dover Transit Center Design Plan at the February 9 TAC meeting.

10. PAC Report – K. Layton

Ms. Layton reported that the Transit Center Design Plan was also presented to the PAC. In addition, State Senator Brian Bushweller and State Representative Lincoln Willis attended the meeting. During discussion with the legislators, PAC members again made known their concerns about the Delmarva Rail Study. They still believe it's a lot of money with little benefit to Kent County. Ms. Layton is in touch with David Campbell, of DTC, who spoke to the PAC in December about the project. He agreed to update the PAC on a regular basis.

Ms. Layton, Mr. Potts and Ms. Wieczoreck gave a brief overview of the project and the PAC's concerns for Mr. Long's benefit. Mr. Potts said that he does not understand why the PAC feels there is no benefit to Kent County. He also noted that DTC is briefing Secretary Wicks this week on the State Rail Plan, and he would arrange to have a 20 minute presentation for the PAC.

11. Project Update:

11.1 Public Outreach – K. Layton

11.2 Public Education – K. Layton

Ms. Layton reported that the newsletter would be sent out soon. She also reported that the MPO was working with Greg Hughes of Delaware GIC on the MPO website. He is helping the MPO switch over to a more user-friendly software program, Word Press. The TIP Tour will be held on April 9th. April 2nd is the deadline for registration. She asked if anyone had information for the newsletter or website to contact her.

The Air Quality Partnership will kick off the Ozone season on April 16th during Earth Day at Killens Pond. Earth Day is sponsored by the DE Solid Waste Authority.

Ms. Layton also mentioned other events the MPO would be participating in: Dover Days, Milford's Bud & Bug Festival, the Wyoming Peach Festival, and Safe Summer Day.

11.3 Transportation Studies – J. Galvin

Mr. Galvin announced that the MPO-sponsored form-based code seminar would be on March 29th. Flyers would go out soon. DelDOT suggested that Cheswold be included in the North Kent County Study. There had been previous discussion about doing this study in-house. The MPO is talking to DelDOT about a downtown Dover traffic study. It has not been decided yet if it will be done in-house or by a consultant.

11.4 Regional Bicycle Plan – J. Wieczoreck

Ms. Wieczoreck reported that the working group is reviewing draft chapters of the plan. Kent County Planning is assisting with mapping for the plan. She expects the project to be finished before the end of the fiscal year, with a draft for review in May. The Dover Safety Advisory and Transportation Committee has asked for a presentation when the plan is done. The working group is trying to cover all aspects – facilities, education and enforcement.

Ms. Wieczoreck also reported that she attended the DART workshop for proposed bus route changes. It was noted that bus stop improvements are prioritized by the number of passengers using the stop. One additional southbound 301 trip was requested, to fit in between the 7:30 AM bus and 8:50 AM bus. Resort Service will be available from May 26 through September 18th.

John Sisson of DelDOT is the lead on the transit center building. An RFQ produced 3 short-listed contractors; no one from Dover is the lead in any of these teams. No further action will be taken until a new transportation secretary is appointed.

The University of Delaware contacted the MPO for suggestions for participants in a sidewalk snow removal workshop.



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903

(302) 387-6030 FAX: (302) 387-6032

<http://doverkentmpo.org>

Although the MPO is not directly involved, Scott Koenig, Dover Public Services Manager and MPO TAC member, will represent the MPO. The MPO responded with some municipal contacts and sent the e-mail out to MPO member agencies for additional suggestions.

- 12. Executive Director's Report**
 - 12.1 UPWP and Financial Reports**
 - 12.2 Correspondence**

Next Meeting: May 4, 2011 – Camden Town Council Chambers

MOTION By Mr. Pepper to adjourn the meeting. Seconded by Mr. Potts. Motion carried.